

DEMOLITION REQUIREMENTS CHECKLIST

Permits are required to construct, enlarge, alter, repair, move or demolish a building or structure, to change the use of a building, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical, or plumbing system.

- Use this document to help you submit all the required documents for total demolitions if the structure is greater than 120 sq ft in area or partial demolitions when the proposed work is not covered by a building permit.

Note:

- We reserve the right to request additional information and documents as needed
- Please refer to the [Electronic Submittals Requirements](#) for naming conventions and other requirements

SUBMITTAL REQUIREMENTS

DEMOLITION SITE PLAN

Site Plans

- ☐ Name of the project
- ☐ Name, address, and contact information of property owner(s), developer, consultants, and demolition contractor
- ☐ General project description (30 words maximum)
- ☐ Graphic engineering scale (1" = 20' minimum)
- ☐ Legend and Symbols
- ☐ Vicinity Map and North Arrow
 - The demolition drawings should include a vicinity map showing the nearest cross streets and where on the parcel the work is proposed.
- ☐ [Snohomish County Assessor's](#) Parcel number and Legal Description
- ☐ Site area in square feet and acres
- ☐ Site arrival points (Show site arrival points from the Public Way on the project site plan.)
- ☐ Detailed site plan showing property lines, adjacent street names, trees, structures, utilities, surface water, underground tanks, critical areas, asbestos, hazardous materials, easement locations and types, north arrow, drawing scale, and lot area in square feet.

Other Permit Requirements

- ☐ Record of Cash Deposit from completed for "Building Demolition/Removal Deposit."
 - A \$2,000 deposit is required; this is returned when the demolition is complete and inspected.
- ☐ A separate Sewer capping permit and inspection may be required by Development Engineering.
- ☐ A separate Tree Removal permit may be required by Development Engineering.
- ☐ A separate Underground Fuel Storage Tank removal permit may be required by Fire.
- ☐ Asbestos Abatement (As Applicable): Obtain approval from Puget Sound Clean Air Agency prior to proceeding with demolition.

- ☐ Rodent Abatement Report (As Applicable)
- ☐ A completed SEPA application, unless the project is categorically exempt from SEPA review.
- ☐ A completed Spill Prevention, Control and Countermeasures Plan (SPCC plan).
- ☐ A Stormwater Pollution Prevention Plan (SWPPP) may be required.
- ☐ Ensure all Demolition checklist items are clearly shown on the site plan.

ADDITIONAL REQUIREMENTS

- ☐ Contract Utilities Underground Location Center (dial 811 or go to call811.com) at least two business days before excavation.
- ☐ Contact private utility companies if their services are to be interrupted or disconnected
- ☐ Contact Snohomish Health Department (425-339-5250) if demolition site is serviced by a septic system
- ☐ Notification of [Demolition](#) from [Northwest Clean Air Agency](#) (360-428-1617). Provide proper notice (*up to 10 days advance notice may be required*) and obtain approval from NWCAA prior to commencing demolitions and/or asbestos projects. Please submit the approved NWCAA application form.
- ☐ Contact the Fire Department for questions regarding hazardous materials or underground fuel storage tanks.

DEMOLITION CHECKLIST

Water Supply

- ☐ A. Meter to be removed. (Call Development Engineering at (425) 670-5201)
- ☐ B. Meter to remain and be protected.
- ☐ C. Private well or Monitoring Well
 - To be filled and capped per WAC 173-160

Sanitary Sewer

- ☐ A. Sewer to be capped. (Call Development Engineering at (425) 670-5201)
- ☐ B. Existing line to be removed and backfilled (A 2X4 must be backfilled from the stub/cap to at least 2 feet above grade and marked "SEWER")

Septic System/Fuel Storage

- ☐ A. Tank to be removed. (Call Building Division at (425) 670-5550) Remove by an ICC-certified contractor.
- ☐ B. Tank to be drained, filled and compacted. (Call Building Division at (425) 670-5550)

Electrical Supply

- ☐ Electricity to be shut-off and meter removed. (Call Puget Sound Energy for applicable permits: 1-888-321-7779)

Gas/Oil

- ☐ A. Gas to be shut-off and meter removed. (Call Puget Sound Energy for applicable permits at 1-888-321-7779)
- ☐ B. Remove and backfill underground fuel or oil tanks. (Call South County Fire-Lynnwood at (425) 670-5350)

Existing Foundation

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- ☐ A. Foundation destroyed and removed. (Call Building Division at (425) 670-5550)
 - ☐ B. Basement – Destroyed or filled
 - ☐ C. All debris removed from site – lot to be restored to original condition

Fire Information

- ☐ A. Fire alarm system removal? (Yes/No)
- ☐ B. Fire alarm system partial removal? (Yes/No)
- ☐ C. Fire Sprinkler system removal? (Yes/No)
- ☐ D. Fire Sprinkler system partial removal? (Yes/No)
- ☐ E. Knox box to be removed? (Yes/No)